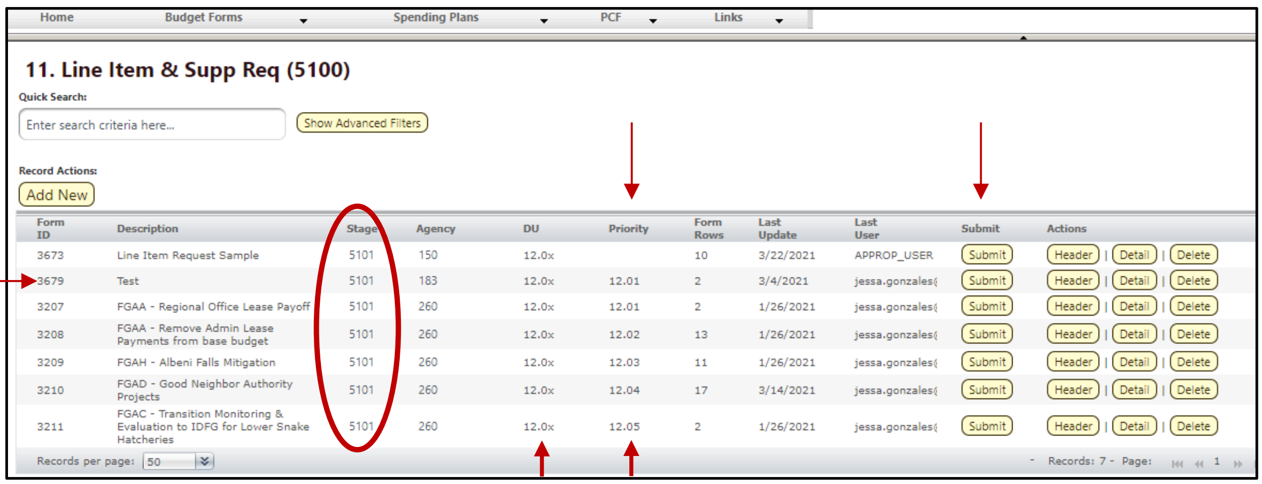
Line Item & Supplemental Request (5100)

Initiator: Any budget employee
Reason: To fill out the necessary forms in the budget.

The Luma Budget Form (5100) is a new tool for creating and approving the Agency Budget request for line item & supplemental requests. This budget form will contain DU's 12.0x (line items) and DU 4.3x (supplementals) requests as well as the option to prioritize each request for the agency. A new Budget Form (Parent Transaction) will need to be submitted for each request and includes a "Request Narrative" and "IT Narrative" to be filled out for each request. Agencies should account for all costs related to the request including new Full-Time Positions (FTP's) which can be requested in the Positions Tab of this budget form.

Summary Overview Screen:



Form ID	Description	Stage	Agency	DU	Priority	Form Rows	Last Update	Last User	Submit	Actions
3673	Line Item Request Sample	5101	150	12.0x		10	3/22/2021	APPROP_USER	Submit	Header | Detail | Delete
3679	Test	5101	183	12.0x	12.01	2	3/4/2021	jessa.gonzales(	Submit	Header | Detail | Delete
3207	FGAA - Regional Office Lease Payoff	5101	260	12.0x	12.01	2	1/26/2021	jessa.gonzales(	Submit	Header | Detail | Delete
3208	FGAA - Remove Admin Lease Payments from base budget	5101	260	12.0x	12.02	13	1/26/2021	jessa.gonzales(	Submit	Header | Detail | Delete
3209	FGAH - Albeni Falls Mitigation	5101	260	12.0x	12.03	11	1/26/2021	jessa.gonzales(	Submit	Header | Detail | Delete
3210	FGAD - Good Neighbor Authority Projects	5101	260	12.0x	12.04	17	3/14/2021	jessa.gonzales(	Submit	Header | Detail | Delete
3211	FGAC - Transition Monitoring & Evaluation to IDFG for Lower Snake Hatcheries	5101	260	12.0x	12.05	2	1/26/2021	jessa.gonzales(	Submit	Header | Detail | Delete

Records per page: 50 - Records: 7 - Page: 1

- Each Parent Transaction will have its own auto-generated "Form ID", also referred to as "instance number", as shown below. This will be key when using the stages (workflows).

- The "x" at the end of each DU selection in this form allows for the agency to select a DU Priority from the dropdown menu in the Header tab. The DU Priority designates the level of importance to prioritize each request.

- The lines are sorted by DU priority, the top priority will always be 12.01. Each priority can only be used once and the prioritization can be assigned and changed up until submission to DFM.

- For an “at a glance” review, there is a Priority column that shows whether the lines have a designated priority or if they have yet to be prioritized.

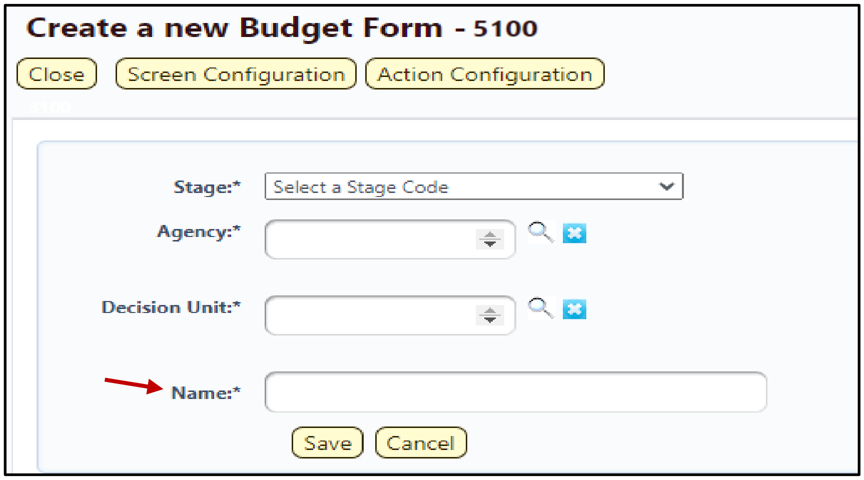
- Each line item request or supplemental will need to be entered with its own “Parent Transaction”. Once a Parent Transaction is submitted to the next stage, it will disappear from the users’ screen. The Parent Transaction will reappear if the transaction is sent back to or resubmitted by the user.

Note: Throughout the system, the Org Unit, Program, and Project data fields are optional and will default to zero for those agencies that budget at the Appropriation Unit Level.

Creating an “Add New” Transaction:

Upon selecting “Add New” (which creates a Parent Transaction) the Create a new Budget Form – 5100 screen will appear and will require four (4) entries.
(*denotes required entry)

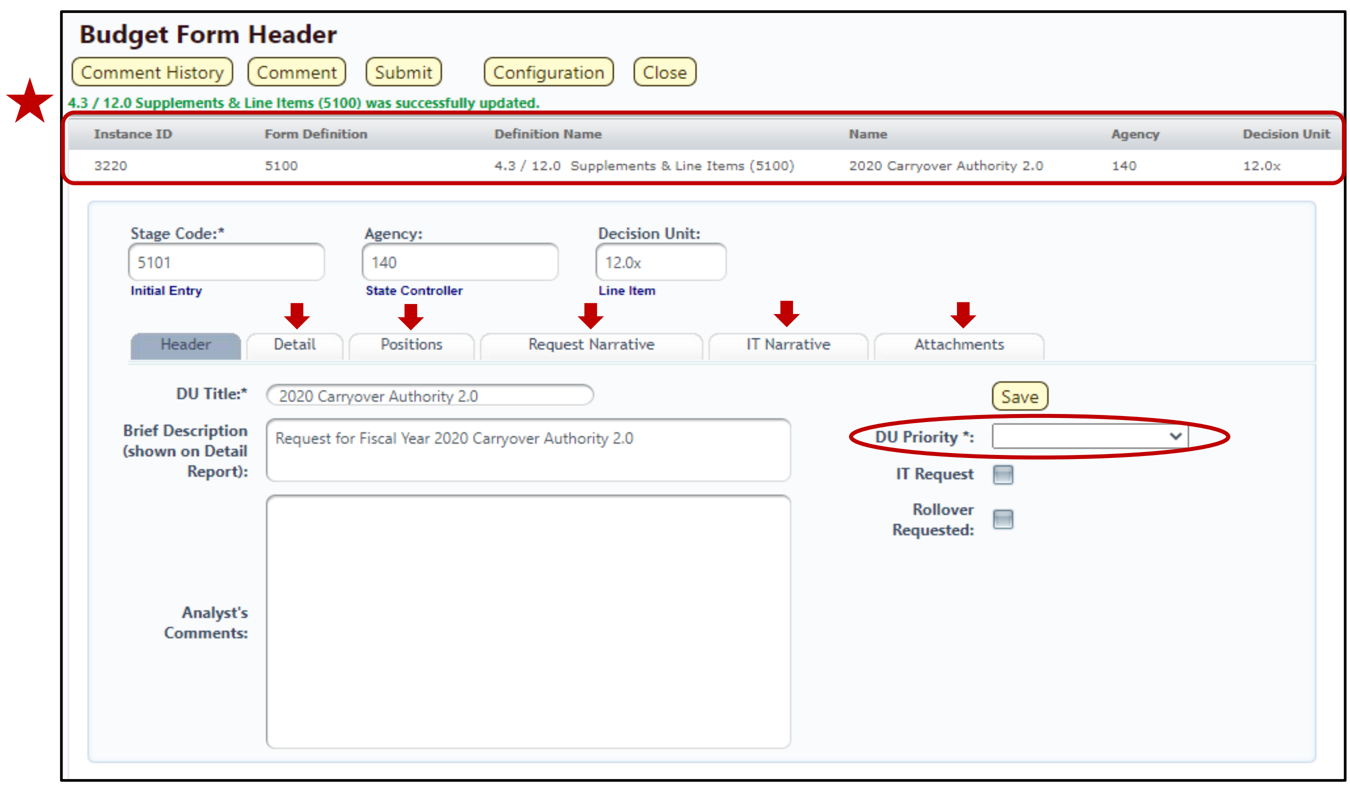
1. ***Stage** – Select the appropriate stage.
2. ***Agency** - Select the agency using the drop-down menu (magnifying glass) which must be used to select the agency.
3. ***Decision Unit (DU)** – Select the appropriate DU using the drop-down menu (magnifying glass) which must be used to select the appropriate DU.
4. ***Name*** - The name entered here, will auto-populate into the DU Title on the initial Summary Overview Screen, the Header, and throughout the system. Depending upon how many users are entering requests, a naming convention may be needed. The DU Title on the Header tab is the same data field as Name and can be edited in the Header screen at any time if the request should change.



Once required entries are complete, select **Save,** and the system will automatically take you to the Header Tab.

Note: If **Cancel** or **Close** is selected before selecting **Save**, the screen will close and take you back to the Summary Overview Screen. Your transaction entry **will not be saved.**

Header Tab:



The Header Tab in Luma Budget is similar to the title page. This is where much of the narrative is extracted from for reporting purposes. All the information entered from the previous Create a New Budget Form screen is auto-populated into the Header Tab as circled in red above.

- **Brief Description** - This is the narrative to be reported on in the Agency Budget Request Detail Report (B-8).
- **DU Priority** – This creates the priority from 1 (12.01) to 69 (12.69). Once selected, the priority number will disappear from the drop-down on future forms to eliminate double assigning a priority number. DU Priority can be completed at a later date once the agency prioritizes requests. This can also be done in the Reprioritization form.
- **IT Request Checkbox** - If there is an IT request, select the checkbox to ensure the reporting of the narrative shows on the request report. If the Office of Information Technology Services (OITS) needs to provide their approval, the IT Request Checkbox should be selected and all the OITS paperwork should be attached to the request.
- **Rollover Requested** – If an agency would like the request to rollover to the next budget cycle, the Rollover Requested Checkbox should be selected.
- **Save** - Once the entries are completed select Save. A message noting a successful update will appear at the top of the screen. This is noted in the above screenshot with a ★.

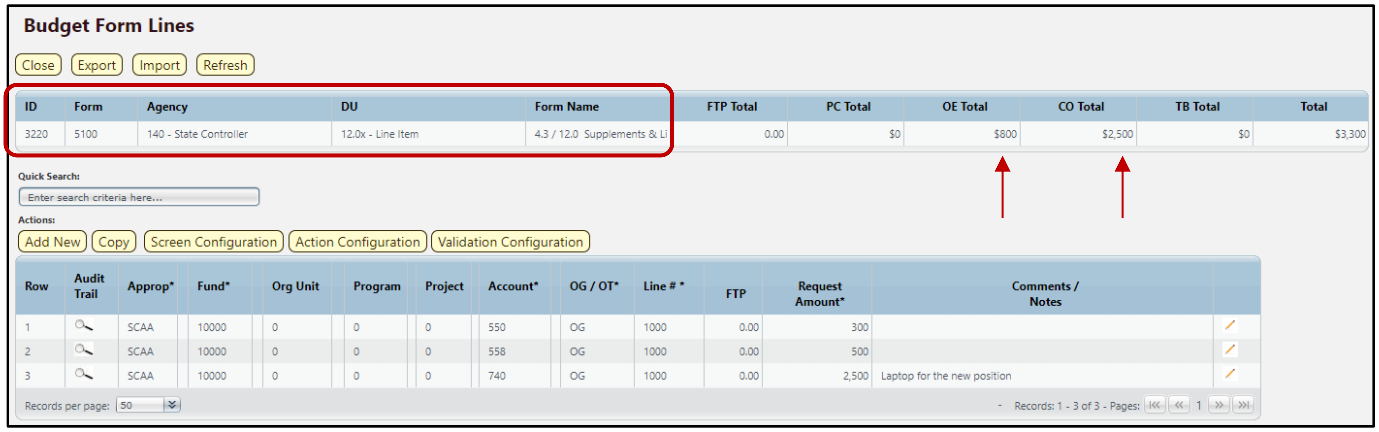
Once in the Header Screen the Detail tab, the Position tab, and the Attachment tab will open sub-screens which will need to be closed to gain access to the other tab functions. The Narrative tab does not open any sub-screens and all the other tabs remain visible for users to have the ability to select any other tab in the form even when saved. If Close is selected, it will return to the Summary Overview Screen.

Note: When selecting a new Budget Form, the Summary Overview Screen with all the unsubmitted transactions appears.

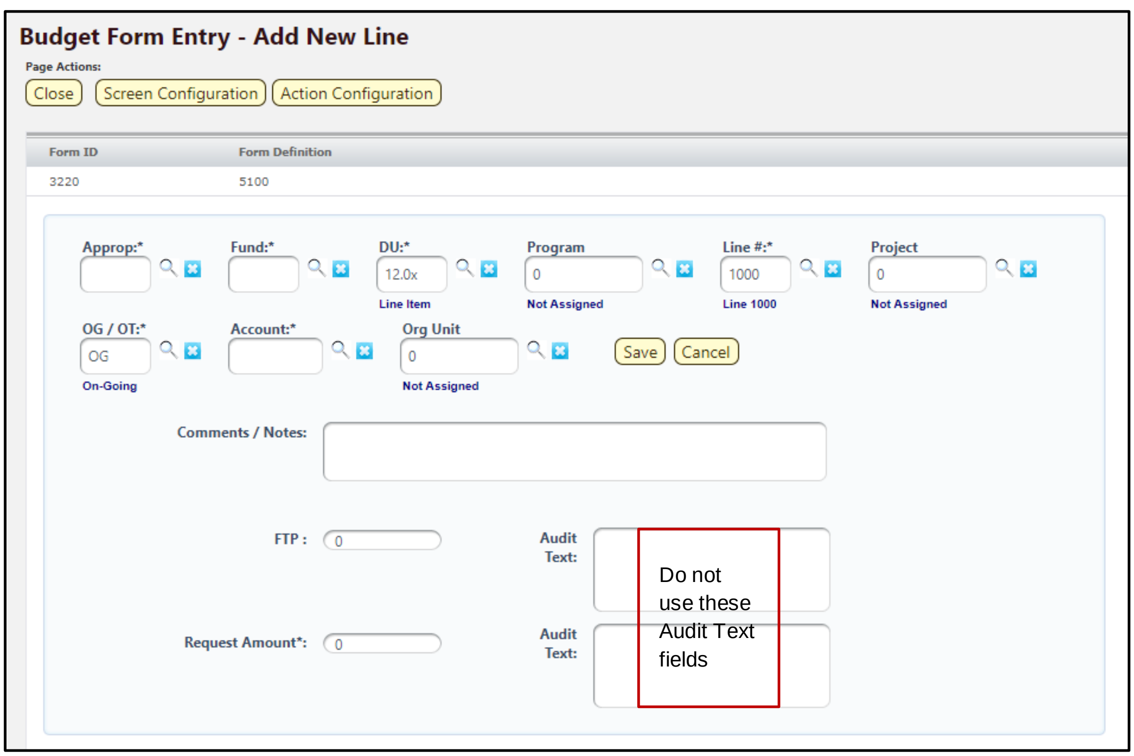
Detail Tab:

The Detail tab has all of the transaction lines for this Parent Transaction. Each Detail tab is unique to the header form it is attached to. For the Line Item and Supplemental Request Form - 5100, the top blue header has all of the auto-populated fields and totals for this request.

As line items are added they will populate the correct totals in fields Personnel Cost (PC), Operating (OE), Capital (CO), and Trustee & Benefits (TB) seen in the top blue header of the summary screen. This is also true when requesting a new position in the Positions Tab; the salary, benefits, and number of FTP's requested will feed over to the header totals on the Detail Tab. All of the line item transactions will be at the Summary Account level.



To add a new line in the Detail Tab, select the "Add New" button.



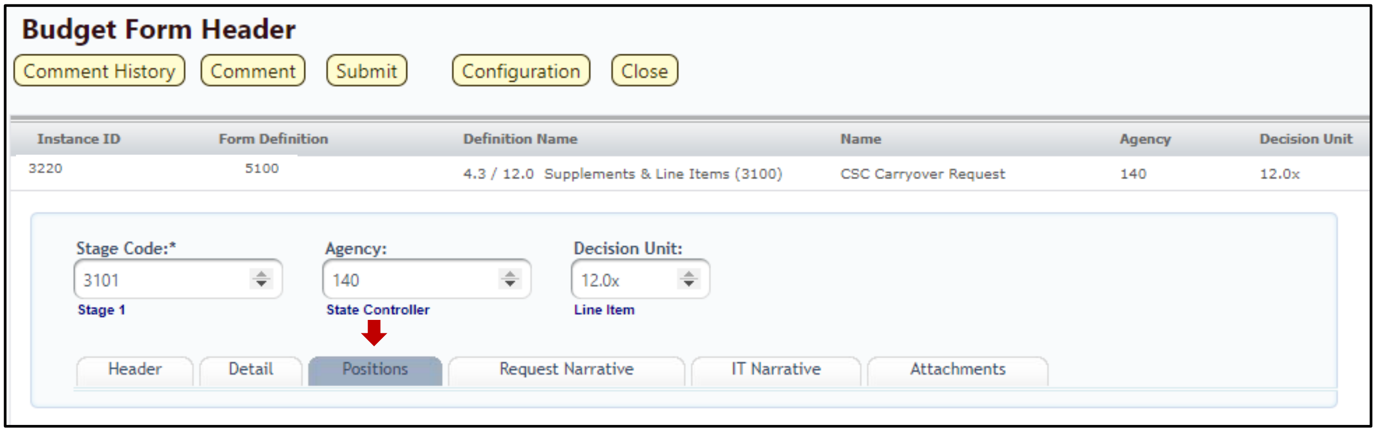
Personnel Cost (PC), Operating (OE), Capital (CO), and/or Trustee & Benefits requests:

After selecting the **"Add New"** button, the following data field definitions need to be filled into the new line item:

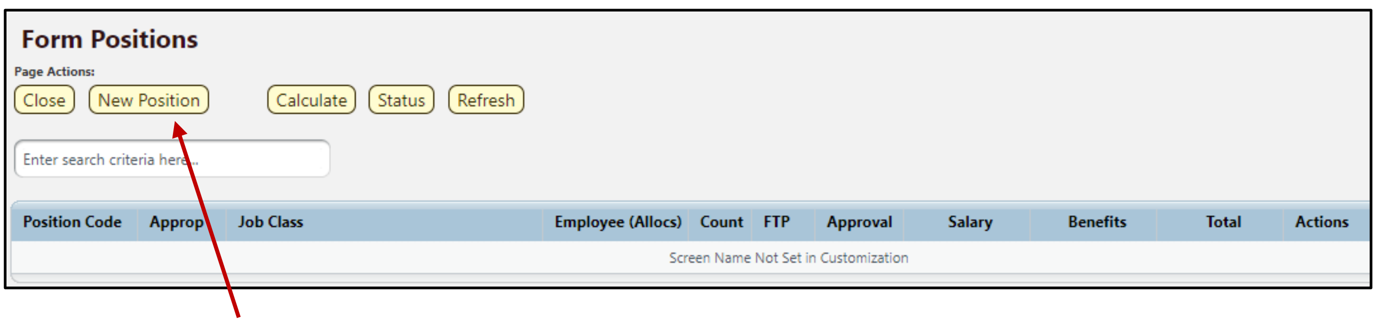
1. **Approp*** – Applicable appropriation unit (AU). Select from the magnifying glass drop down or type in the correct unit.
2. **Fund*** – The magnifying glass will assist in listing all the applicable funds.
3. **Decision Unit*** – This is auto-populated from the selection of a DU in the initial entry **(DO NOT CHANGE)**.
4. **Program** – This is an optional field as your agency may not budget by programs.
5. **Line #*** – This is used to prevent the system from totaling transaction lines that contain the same accounting string. Adding a unique line number will ensure the line will not be combined with other transaction lines with the same Approp, Fund, and Account values on the Detail tab.
6. **Project** – This is an optional field as your agency may not budget by projects.
7. **OG/OT*** – Designates if the line is on-going (OG) or one-time (OT).
8. **Account*** – Select the account that is most applicable to your request. This can be selected using the magnifying glass.
9. **Org Unit** – This is an optional field as your agency may not budget by org unit.
10. **Comments/Notes*** – This field is provided for any comments needed for the request. These comments can be uploaded from a spreadsheet and can be pulled into a report if needed.
11. **FTP*** – Used for FTP transfers in the 12 series and non-standard requests for FTP adjustments.
12. **Request Amount*** – Enter the amount being requested. There is no decimal point so enter whole numbers, as they will be rounded to the nearest $100. Entering $149.00 will round down to $100.00 and $150 will round up to $200. For most of the Budget Forms, this will be the rule.
13. **Audit Text** – Do not use this field.
14. **Save** – Select Save once all the above information is entered.

Position Tab:

The Position Tab is located in the Budget Form Header as shown below.

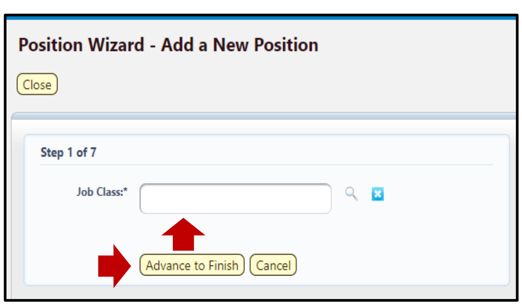


When the Position Tab is first opened, a Summary Overview Screen will open with all the positions that have been requested. If no positions have been requested, the screen will come up with just the top row of yellow record action buttons.



Request a New Position:

Selecting the “New Position” button will bring up the “Position Wizard – Add a New Position” screen as shown below.



This requires the selection of a job class code to be entered. Use the Quick Search option for a faster selection.

Position Wizard:

Select the "Advance to Finish" button once a job class has been selected. This advances to the "Position Wizard" as shown below.

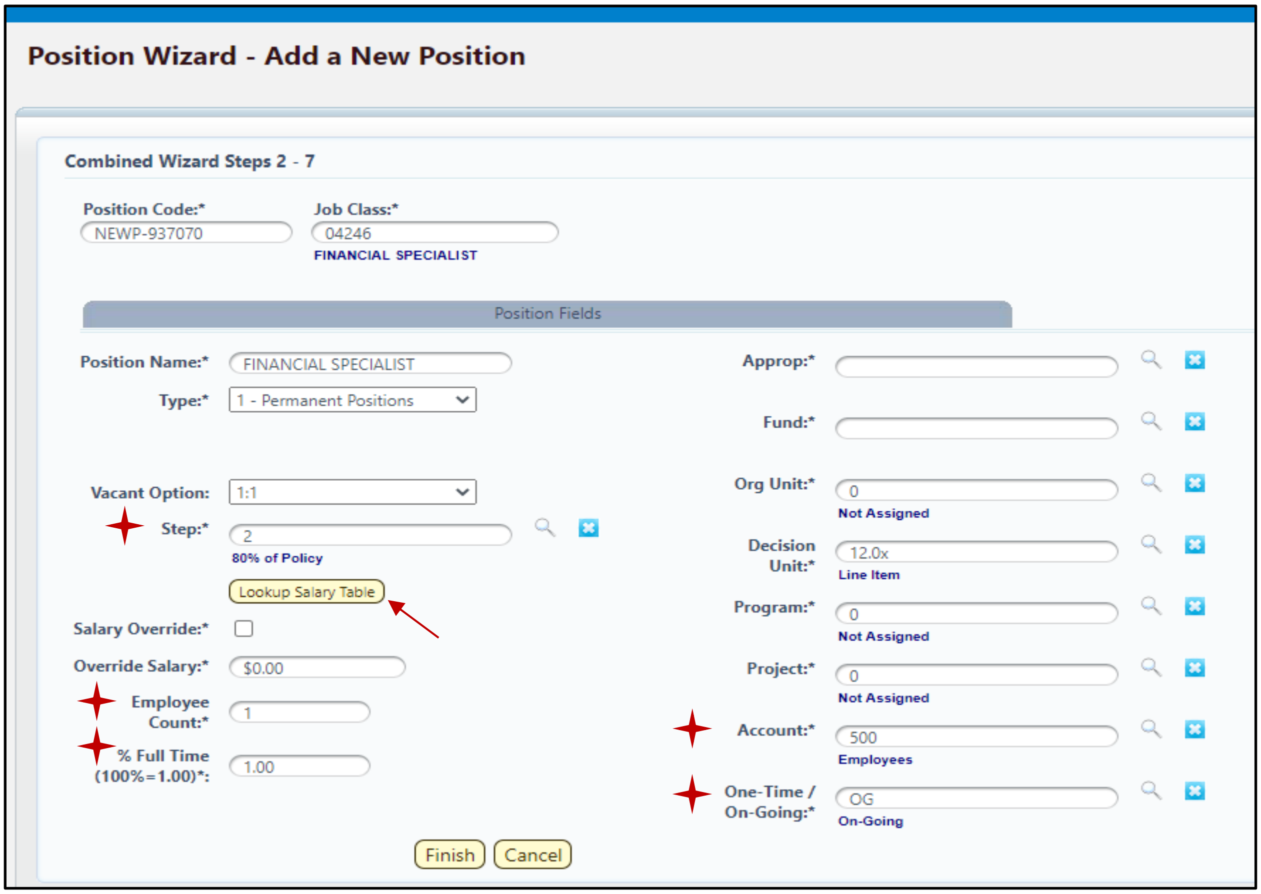
Note: Some of the fields are auto-populated such as; job class, position name, position code (system generated) and are not editable.

Other pre-populated fields are editable and can be changed to fit the request. This functionality applies to any field in the screenshot below that has a ✦.

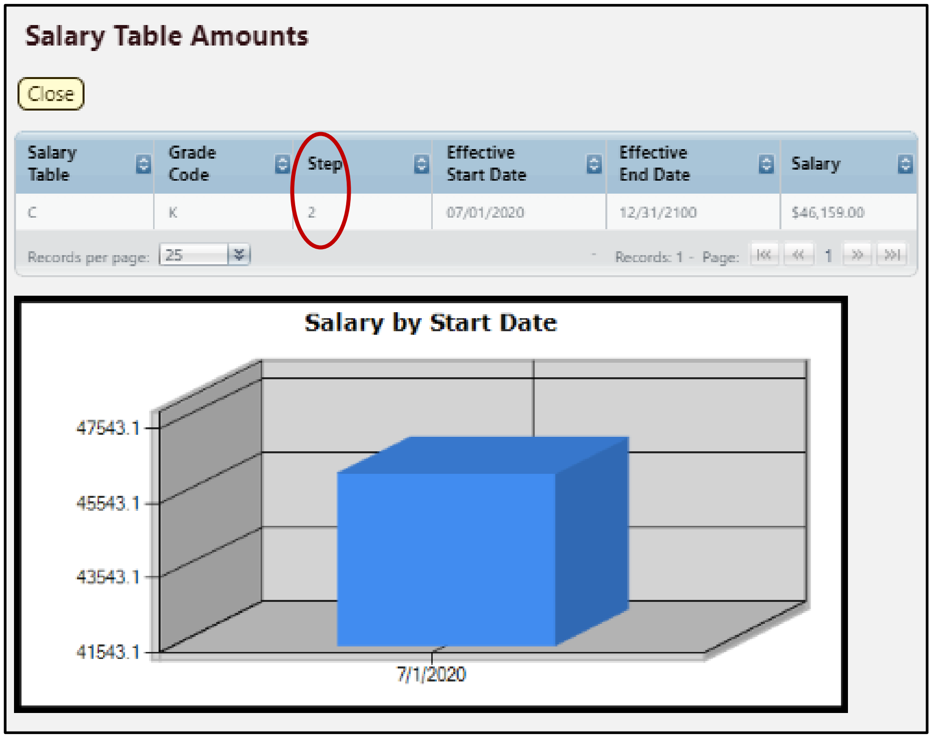
Data Fields to be entered in the Position Wizard:

1. **Position Type** (Status) – Permanent Position, Board & Group Position or Elected Official/Full Time Commissioner, select the applicable value.
2. **Steps** – Specific salary steps 1-4 are pre-programmed in the system:
    - Step 1 is minimum within the pay grade.
    - Step 2 (default) is 80% of policy.
    - Step 3 is policy.
    - Step 4 is maximum within the pay grade.
        - **Note:** The "Lookup Salary Table" button will show the salary related to the step you selected.
3. **Salary Override** – Check this box if the salary request does not fit any of the steps listed above. After the check box is marked, enter the requested salary in the next field.
4. **Override Salary** – Enter the non-step salary for the requested position.
5. **Employee Count** – Total number of positions being requested. The system will create a line for each position request. For example, 3 positions will equal 3 individual position lines, of which each can be edited if needed.
6. **% Full Time** – This will default to 1.00 meaning this is a full-time position that is being requested. If requesting a part-time position, change this number to .5 (or what ever % of full time is appropriate) as it will assist in calculating benefit rates.
7. **Approp** - This is the abbreviation used throughout the system for Appropriation Unit (AU). This field will only show the appropriation units that apply to the agency in the form header.
8. **Fund** – Fund can be selected using the magnifying glass or by typing in the field.

9. **Program** – This is an optional field for this Budget Form as not all Agencies will budget by Program.
10. **Project** – This is an optional field for this Budget Form.
11. **Account** – This field will default to the Employee (500) roll-up account. Other available selections are Employee -Temp (501) and Brd/Cmsn (Board and/or Commissioners) Member roll-up accounts (503).
12. **One-Time/On-Going** - This field will default to on-going. The one-time option is only available for requesting a new budget request for temporary staff.



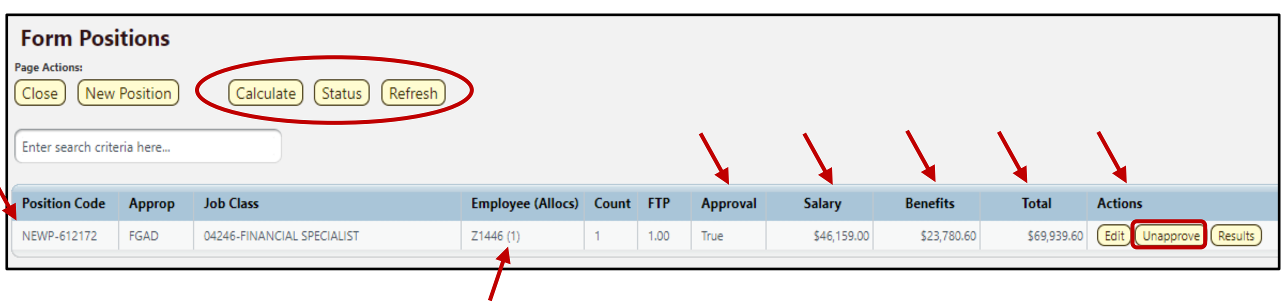
13. **Lookup Salary Table** – Will bring up the appropriate pay rate for this job class based on the "Step" selection. This table can be helpful when using the salary override for requested positions that do not fall within a step. The table shown below will refer to the paygrade that the position request will fall under. If the steps are changed in the Position Wizard Screen, they will be reflected in this table.



14. **Finish** – When all the entries for the position request are completed, select Finish, and it will go back to the Position Tab Summary Overview Screen as shown below.

15. **Cancel** – Select this option if the position request is being canceled completely. A warning box will appear to ensure the system should go forward with canceling the position request. Selecting "yes" will delete the position request and it will not appear on the Detail tab.
    - **Note:** This is the only place in the process to delete the position. Once Finish is selected, the position is on record for the request.

Position Tab Summary Overview Screen:



Calculate – If no changes or additional allocations are needed, click the calculate button to calculate the salary and benefit amounts. The totals will feed over to the Details tab.

Note: Calculating can take 45 seconds or longer. If you select “Calculate” again, the system restarts the calculation from the beginning. For updates please click the “Refresh” button.

Status button – This will bring up the Projection History screen, show the progress of the calculations, and show how many records are being calculated. This is a statewide calculation of records. If the status is “Running”, the calculation is not complete and the year will appear as 1900. If a process was stopped by an Administrator, the status will be “Killed” and again the year will appear as 1900. If the process is successfully finished, it will have a status of “Complete”.

Refresh – This button will update the screen. If the calculation stops or if the calculation is stagnant for too long, contact the SCO Administrator to reset the Projection. Once it is reset, select Calculate again to resume.

Data Fields/columns on the Position Tab Summary Overview Screen:

1. **Position Code** – A unique number generated by the system for each position request. “NEWP” designates a new position request.
2. **Approp** – The appropriation unit assigned to this position request.
3. **Job Class** – The job class is the title selected in the initial request set-up.
4. **Employee (Allocs)** – Employee is the system-generated number for the position request. “Z” in the number signifies a vacant position. The number following “Z”, is the number of funding allocations that are attached to the position. (1) is shown when 100% of the position is tied to one fund, AU, account, project, etc. Each position requested will have a designated employee number. (i.e. Z1446(1))
5. **Count** - Total number of positions being requested. The system will create a line for each position request. For example, 3 positions will equal 3 individual position lines, of which each can be edited if needed.
6. **FTP** – Full-Time Position refers to the specific job class or position that is being requested. So again, 1.0 is full-time and .5 is half-time.
7. **Approval** – “True” will appear in this field if the position has been approved and the salary, benefits, and totals columns will reflect what has been requested. If unapproved, the field will reflect “False” and the salary, benefits, and totals will appear as zero.
8. **Salary** – The salary requested for the position.

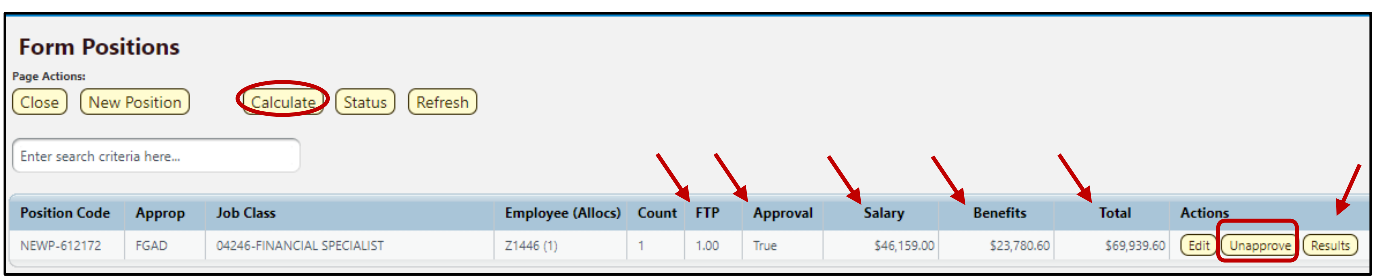
9. **Benefits** – These are the calculated benefits for the position requested. If part-time, (.5) will reflect 80% of the cost.
10. **Total** – Weighted total of the position(s) requested.

Record Action Buttons (light yellow buttons)

1. **Edit** – This provides a method to update the position request. More information below.
2. **Unapprove** – This provides the option to unapproved a position request. When the “Unapprove” button is visible on the position line item, this indicates the position has been approved and the salary and benefit amounts will show on this screen. Selecting this button will unapprove the position and a box will come up to ensure the action is unapproved. Once selected, the button will change to “Approve” and the salary and benefits will go to zero.
3. **Approve** – When the approve button is visible, there will be no costs for the position populated. This indicates the position request has NOT been approved. Salaries and benefits will only show if the position has been approved. When approving a position, be sure to press calculate to approve your salaries and benefits. As agencies start to implement Luma Budget, the Approve and Unapprove workflow for positions will need to be determined.

Note: A position can be approved or unapproved at any time. If not approved, the dollars will not transfer over to the Detail Tab.

Below shows a position that has been approved:



Projected Employee Results

Record Actions:

Close Export

Fiscal Year	Benefit Code	Benefit Name	Amount
2022	DHR260	Department of Fish and Game	$141.25
2022	HEALTH	Health Insurance	$12,930.00
2022	LIFE	Life Insurance	$332.81
2022	MEDICARE	Medicare	$669.31
2022	OASDI	Social Security	$2,861.86
2022	R90	Retirement Rule of 90	$5,511.38
2022	UI	Unemployment Insurance	$226.18
2022	WC260	Fish & Game, Dept.	$1,107.82
2022	Total Benefits		$23,780.60
2022	Total Salary		$46,159.00
2022	Total		$69,939.60

Records per page: 100 - Records: 11 - Page: 1

This total will feed to the PC Total in the Detail Tab. To review the detail of the position request, return to the Position Tab for a breakdown. NOTE: Workers Comp. and DHR Delegated Authority Charges are broken out for each agency.

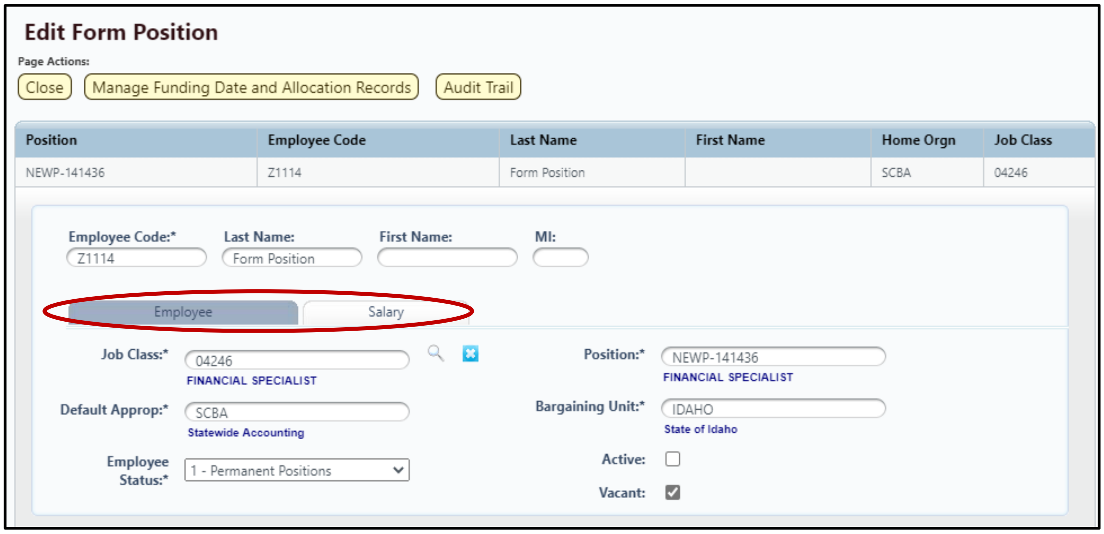
Projected Employee Results – This screen provides the complete breakdown of benefit costs and salary for the line item position request. The Results screen shown below will only display for "approved" positions.

Note: While waiting for the salary to populate, the system will allow the user to go on to other functions/screens in the system while it completes the calculations.

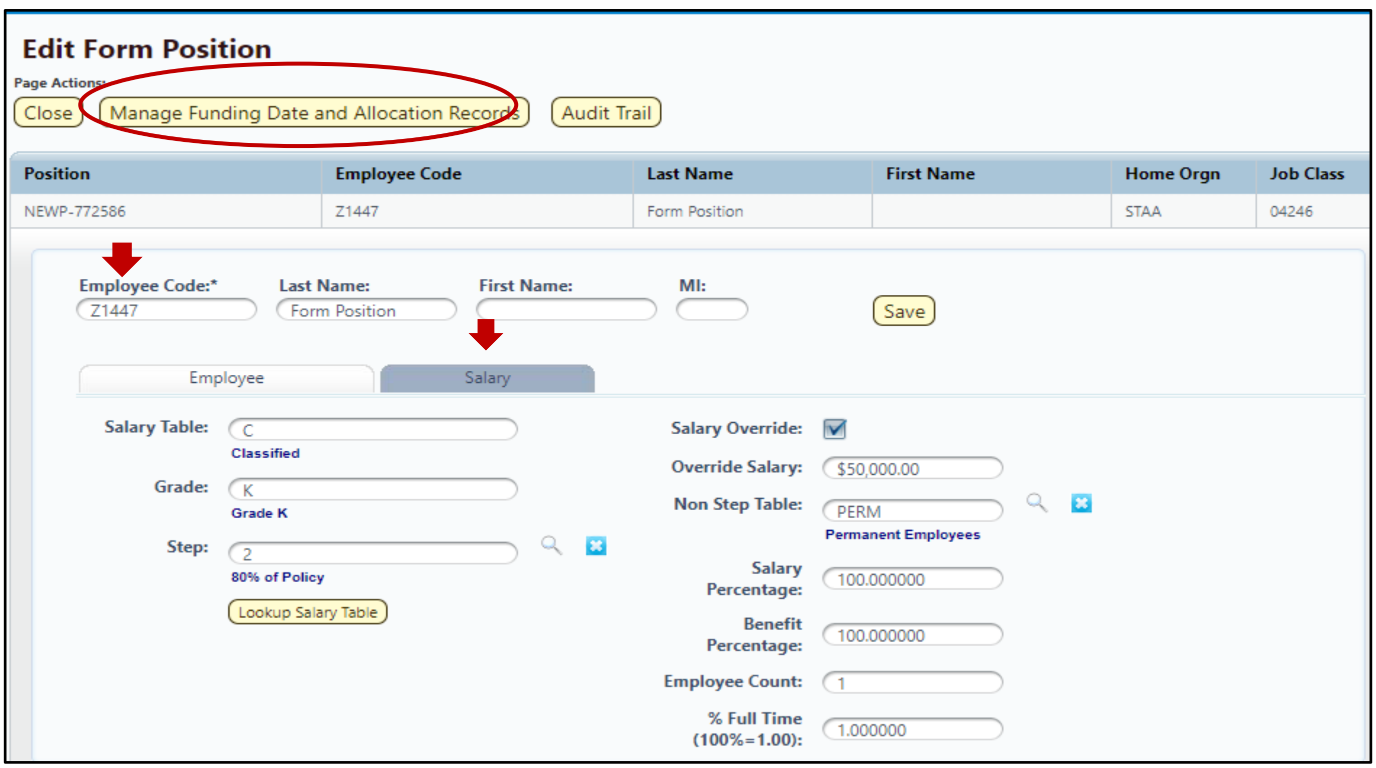
Edit Function & Setting up Allocations within the Position Wizard:

If the information that was entered in the Position Wizard needs to be edited or allocated, this is the place to make those changes. The Edit function allows for changes to the allocation funding of the position requested as well as where allocation additions and other changes occur. Below is the first screen that will appear after selecting the "Edit" button. The screen below has two tabs: Employee and Salary. This is where the position request can be changed if needed. Both the employee tab and the salary tab can be changed and updated in this budget form.

Employee Tab: The screen below will appear when the Employee Tab is selected.

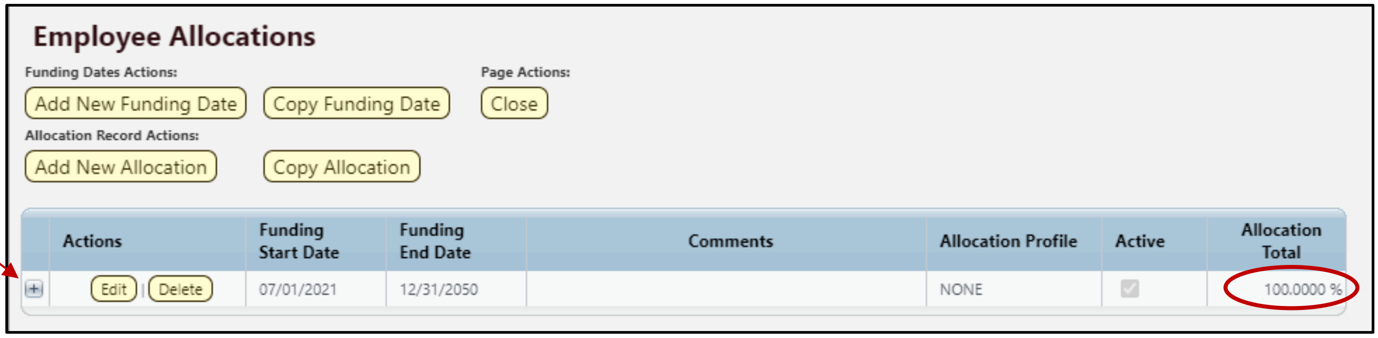


Salary Tab: The screen below will appear when the Salary Tab is selected.

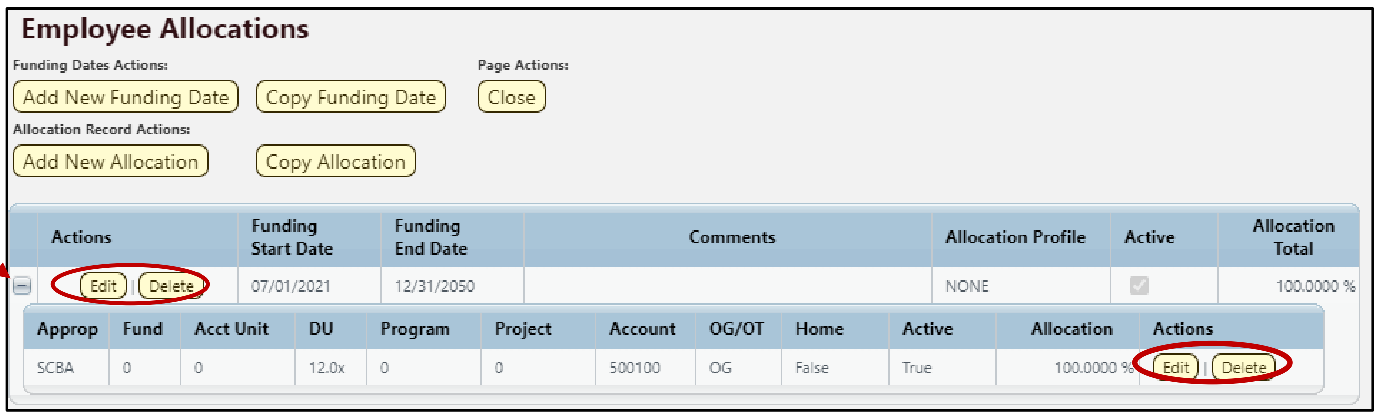


The edit function in the “Edit Form Position Screen”, is also used when allocating position funding to different budgets or funds. Selecting the “Manage Funding Date and

Allocation Records” button will bring up this first screen. All positions are showing 100% of the fund assigned with no allocation records.



Select the plus sign “+” to the left of the entry (as shown above) to show where the position is currently being funded. This was created from the data entered in the Position Wizard when the position was initially requested.

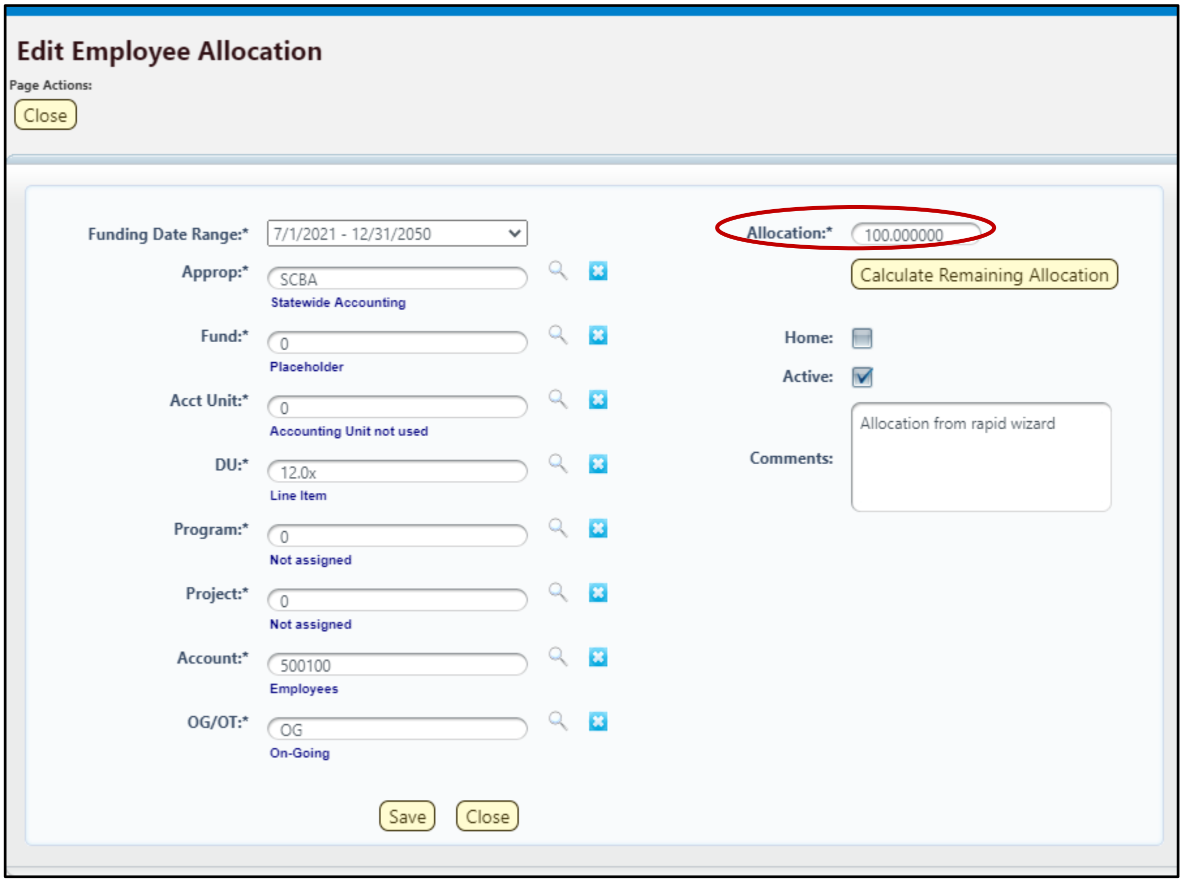


- The “Edit” and “Delete” buttons on the top left of the record are used to change the funding date for the initial position entered, in this case, the Financial Specialist. If selecting Edit, the Funding Start Date (mid-year hire) or Funding End Date (limited services positions) can be changed. Delete will delete the Funding dates, however, this field will need to be filled in to proceed with a position request.

- The second set of “Edit” and “Delete” buttons on the lower right of each record are presented in the drop-down where the allocations are created or deleted. Allocations can be deleted though the position cannot.

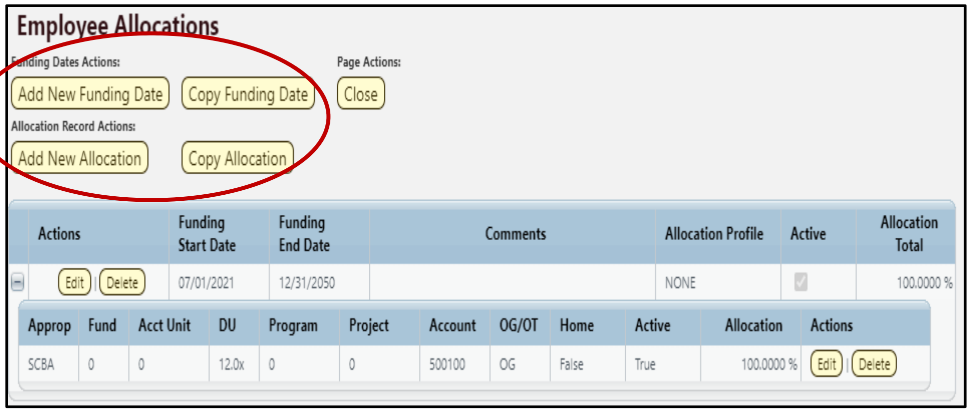
Selecting the Edit button will bring up the Edit Employee Allocation screen as shown below.

This screen is where the selected allocation can be edited. For some agencies, many of these fields do not apply. Use the magnifying glass to search for the appropriate data.



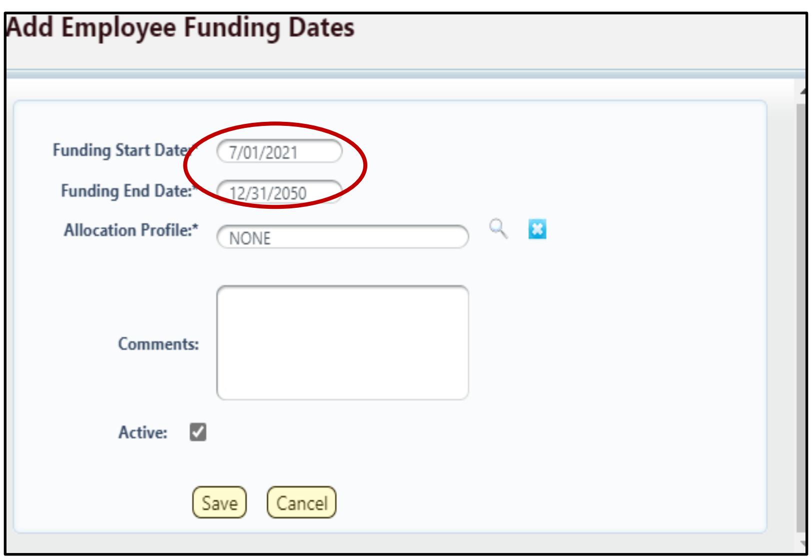
1. **Funding Date Range** – The start date will default to the beginning of the next fiscal year and the end date will be a fictitious end date years in the future. This can be edited if either date needs to be corrected.
2. **Approp** – For entering the correct AU for the split in funding, if applicable.
3. **Fund** – If splitting the positions between multiple funds.
4. **Accounting Unit** – Refers to the cost centers and is optional.
5. **DU** – Decision Unit will auto-populate.
6. **Program** – This is an optional field as not all agencies will budget by program.
7. **Projects** – If there are projects that are taking on some of the costs for a position, they may be entered in this field. This is optional depending on the needs of the agency.
8. **Account** – This is the PC roll-up account that will auto-populate.
9. **OG/OT** – Ongoing or One-time and will default to ongoing.

10. **Allocation** – This is where the % of the allocation is assigned. The total allocation amounts MUST equal 100% between ALL allocations for the position.
11. **Home** – Check the Home box if this will be the default allocation for the position.
12. **Active** – This is the current request.
13. **Comments** – If there are any applicable comments to the allocations.



Add New Funding Date – The funding dates will default to the beginning of the new budget year.

Note: For a position that an agency is requesting to hire early, this will still require a DU 4.3x supplemental for the current year (one-time) and a DU 12.0x (on-going) entry for permanent. Enter a new position for each and note in the narrative what is being requested. Be sure to adjust funding dates for the portion of the year that is requested.

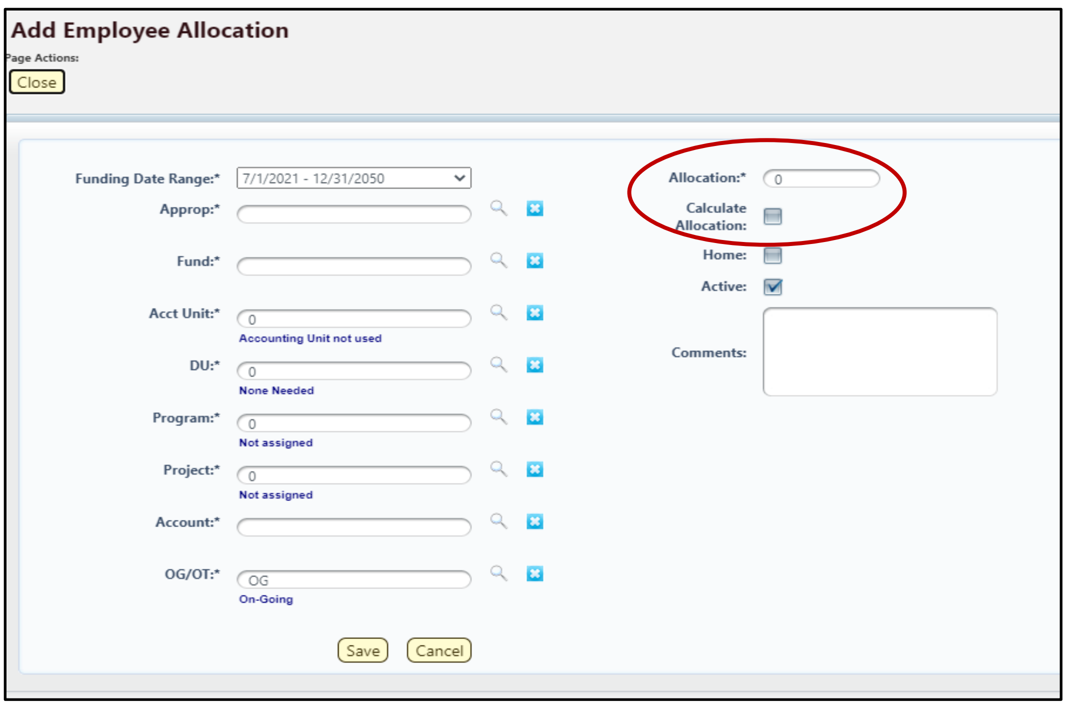


Note: The system will not let the dates overlap on the funding of a position or have a gap in funding.

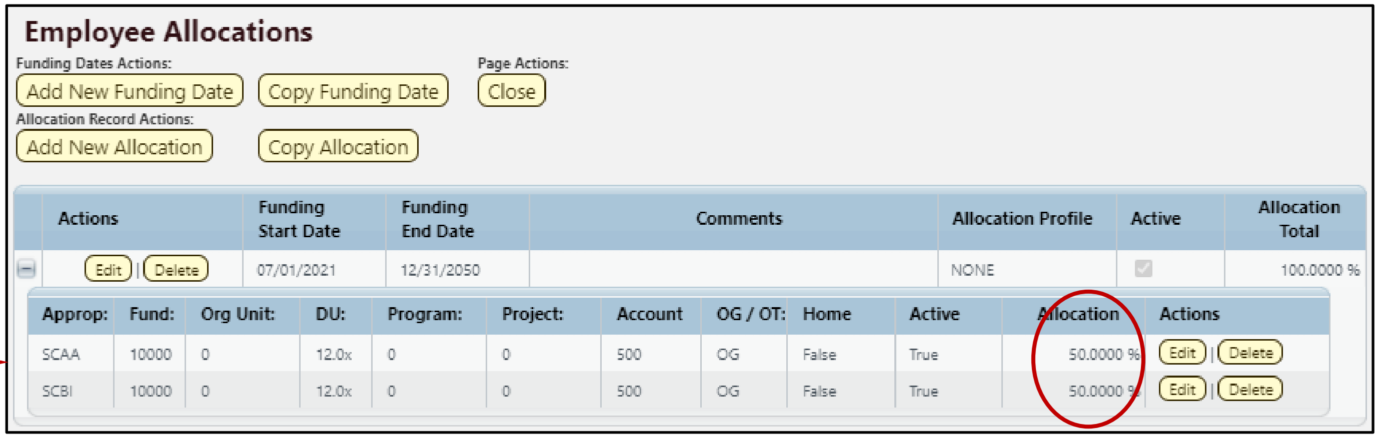
Copy Funding Date – This works the same as the copy function in the Detail Tab. Highlight the line that needs to have a copied funding date range and select the Copy Funding Date. This will add the line and the line will have the Edit option to change if necessary.

Add New Allocation – The screen below will show what can be allocated appropriately. Be sure to include the Allocation percentages. Again, the allocation must equal 100%.

Copy Allocation – This works like the copy function throughout the system. Highlight the allocation line needing to be copied, select the button, and the copied allocation line will appear. Then you can select the “Edit” button located on the newly created line and make the necessary changes to complete the allocation.



Once the Allocations have been added and are complete, the Employee Allocations will show below the master record and the Allocation % should add to 100%. Each of the allocations can be edited and deleted if necessary.



Employee Allocations

Funding Dates Actions: Add New Funding Date | Copy Funding Date

Page Actions: Close

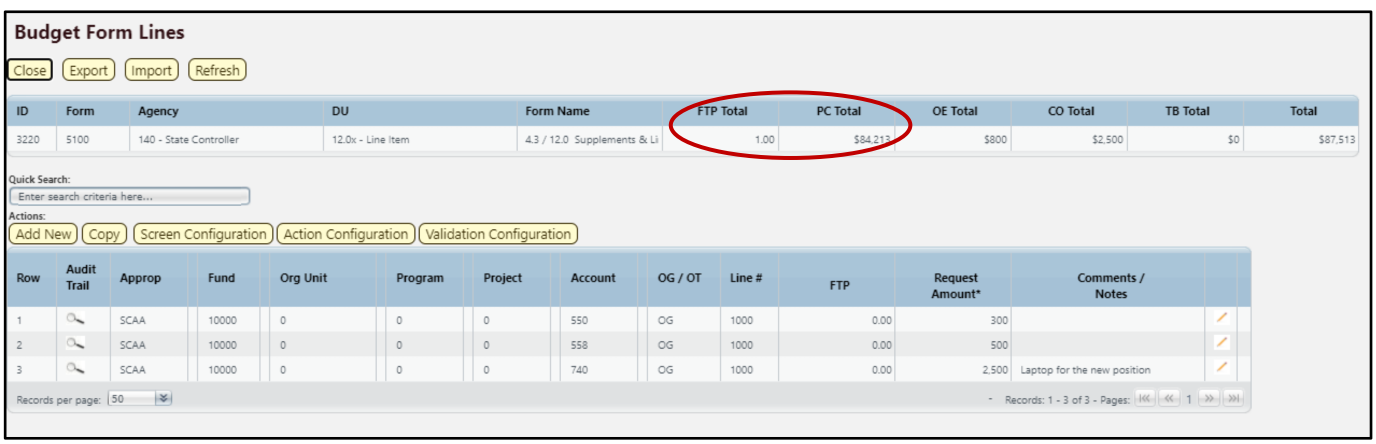
Allocation Record Actions: Add New Allocation | Copy Allocation

Actions	Funding Start Date	Funding End Date	Comments	Allocation Profile	Active	Allocation Total
Edit | Delete	07/01/2021	12/31/2050		NONE	✓	100.0000 %

Approp:	Fund:	Org Unit:	DU:	Program:	Project:	Account	OG / OT:	Home	Active	Allocation	Actions
SCAA	10000	0	12.0x	0	0	500	OG	False	True	50.0000 %	Edit | Delete
SCBI	10000	0	12.0x	0	0	500	OG	False	True	50.0000 %	Edit | Delete

Close the open Allocation screens and the Position tab, and proceed to the Detail tab. In the Detail tab shown below, note that the PC costs of the requested position transferred to the PC Total and the FTP Total is now 1.0. The position detail will only provide a roll-up in the FTP Totals for the number of requested positions and PC Total for all of the combined salary and benefits requested. To review the details, refer back to the Position Tab for the cost breakdowns.

Detail Tab showing the addition of a Position Request



Budget Form Lines

Close | Export | Import | Refresh

ID	Form	Agency	DU	Form Name	FTP Total	PC Total	OE Total	CO Total	TB Total	Total
3220	5100	140 - State Controller	12.0x - Line Item	4.3 / 12.0 Supplements & Li	1.00	$84,213	$800	$2,500	$0	$87,513

Quick Search: Enter search criteria here...

Actions: Add New | Copy | Screen Configuration | Action Configuration | Validation Configuration

Row	Audit Trail	Approp	Fund	Org Unit	Program	Project	Account	OG / OT	Line #	FTP	Request Amount*	Comments / Notes
1		SCAA	10000	0	0	0	550	OG	1000	0.00	300	
2		SCAA	10000	0	0	0	558	OG	1000	0.00	500	
3		SCAA	10000	0	0	0	740	OG	1000	0.00	2,500	Laptop for the new position

Records per page: 50 - Records: 1 - 3 of 3 - Pages: 1

Request Narrative:

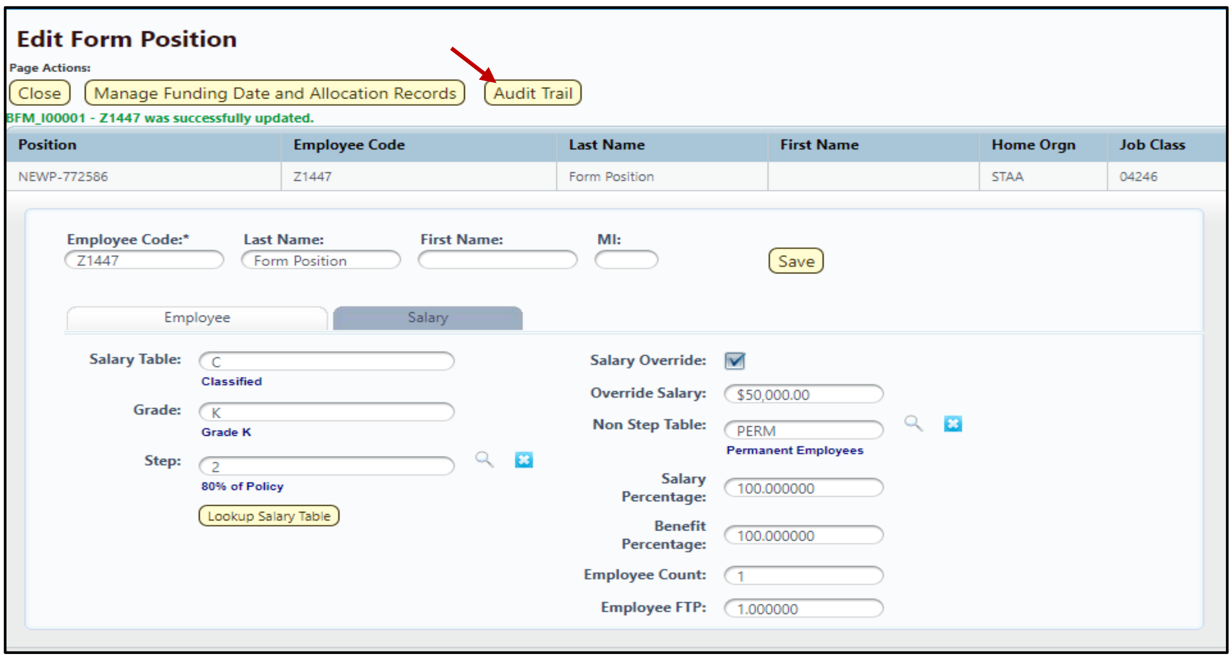
The Narrative Tab has all the DFM/LSO required questions listed in individual text boxes.

IT Narrative:

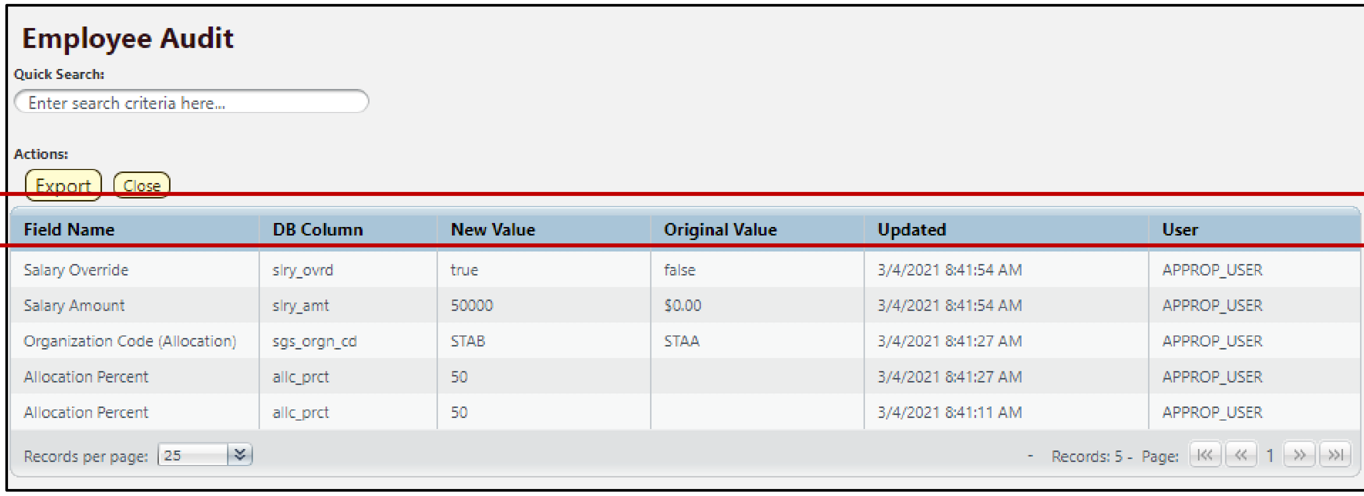
If the IT Request box on the Header tab was checked, the IT Narrative tab must be filled out. If there is an OITS approval and additional information for the request, use the Attachment tab for the documentation.

Audit Trail:

This option is available on the Detail and Position Tab on the Edit Form Position screen as shown below.



When selecting this Audit Trail, it will provide a detailed history of changes made to the position. This includes approvals and unapproved positions, and who made them as shown below. In the Detail tab, it will note all the changes to the pencil edit fields, including the amount of any requests.



Field Name	DB Column	New Value	Original Value	Updated	User
Salary Override	slry_ovrd	true	false	3/4/2021 8:41:54 AM	APPROP_USER
Salary Amount	slry_amt	50000	$0.00	3/4/2021 8:41:54 AM	APPROP_USER
Organization Code (Allocation)	sgs_orgn_cd	STAB	STAA	3/4/2021 8:41:27 AM	APPROP_USER
Allocation Percent	allc_prct	50		3/4/2021 8:41:27 AM	APPROP_USER
Allocation Percent	allc_prct	50		3/4/2021 8:41:11 AM	APPROP_USER

The above audit will record the field name(s) and the original/new values that were entered as well as the database tables the changes effected. This screen can be exported into Excel for further review.

Attachment Tab:

This allows for supporting documentation to be attached to each of the requests.

Result

You have successfully completed the Line Item and Supplemental Request (5100).

For additional training, please visit the SCO website and Luma training in the Training tab.

Date: April 9, 2021
Version 1